



# English Martyrs' Catholic Primary School



## Person Specification

### Deputy Head Teacher at English Martyrs' Catholic Primary School London

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Archdiocese of Southwark. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively catholic in all its aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

This Person Specification is based on the National Standards of Excellence for Head Teachers 2015. Please refer to the accompanying document.

A Deputy Head Teacher is expected to be working within and towards the National Standards of Headship. In relation to this appointment, candidates are particularly required to demonstrate their knowledge and understanding of the following in the context of Catholic School.

#### **Guidance to applicants:**

In your supporting statement in section 8 of your application form, **you only need address those aspects of the person specification which are marked A for application.**

You should address ALL 23 criteria marked A in the Person Specification in a clear format giving examples of recent experience and evidence for each criteria.

For each of the 23 criteria marked 'A' briefly outline:

- Your role at the time
- The action you took (evidence)
- The outcome and impact of your actions

**Please provide your supporting statement in a maximum of 1300 words.**

If you wish to provide any additional notes on your vision for and suitability to the role of Deputy Headteacher and specifically why you at English Martyrs', the panel would welcome this information in the

form of a covering letter. Please do not add this additional information in to your supporting statement in section 8 of the application form, please only address the 23 criteria in this statement.

Key: A Application Form; C Certificate; I Interview; R References

#### (A) Faith Commitment

	Essential	Desirable	Source
➤ Practising Catholic	E		A/I/R
➤ Involvement in a parish community		D	A/I

#### (B) Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A
CCRS/CTC or commitment to obtaining the certificate	E		A/I

#### (C) Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy head teacher	E		A/I
Evidence of recent leadership and management professional development	E		I
Has successfully undertaken appropriate Child Protection Training	E		A

#### (D) School leadership and management experience

	Essential	Desirable	Source
Substantial and current experience as a senior leader in a Primary school	E		A/I/R
Active and effective leadership of a team/key stage/ curriculum area	E		A/I/R
To have taken an active involvement in school self evaluation and development planning	E		A/I
To have implemented and developed a whole school initiative	E		A/I
To have had responsibility for policy development and Implementation		D	I
To have had experience of and ability to contribute to staff development across the primary range. (e.g. coaching, mentoring, INSET for staff).	E		A/I

#### (E) Experience and knowledge of teaching

	Essential	Desirable	Source
Significant, successful and effective teaching experience within the primary phase	E		A/I/R
Experience of teaching in a Catholic Primary School		D	A
To have a working and current knowledge and understanding of all 3 Key Stage in the primary phase	E		A/I

To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	<b>E</b>		<b>A/I/R</b>
To be able to demonstrate how the needs of all pupils have been met through high quality teaching	<b>E</b>		<b>A/I</b>

### **(F) Professional Attributes**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Demonstrate an understanding, awareness and empathy for the needs of the pupils at English Martyrs' Catholic Primary School and how these could be met	<b>E</b>		<b>A/I</b>
Able to demonstrate a clear rationale for behaviour Management and a proven track record of the effective Implementation of a range of behaviour management strategies.	<b>E</b>		<b>A/I</b>
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	<b>E</b>		<b>A/I</b>
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	<b>E</b>		<b>A/I</b>
A competent user of new technology	<b>E</b>		<b>A/I</b>
Show a commitment to sustained attendance at work	<b>E</b>		<b>I</b>

### **(G) Professional Skills**

<b>Qualities and Knowledge</b>		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
<b>1</b>	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community	<b>E</b>		<b>I</b>
<b>2</b>	Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them	<b>E</b>		<b>I</b>
<b>3</b>	Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel		<b>D</b>	<b>I</b>

<b>Pupils and Staff</b>		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
<b>1</b>	Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being	<b>E</b>		<b>I</b>
<b>2</b>	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	<b>E</b>		<b>I</b>

<b>Systems and Process</b>		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
<b>1</b>	Promote a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils	<b>E</b>		<b>I</b>

	and developing their exemplary behaviour in school and in the wider society			
<b>2</b>	Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice		<b>D</b>	<b>I</b>

### **(H) Personal Qualities**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Continue to promote English Martyrs' School strong vision, educational philosophy and values	<b>E</b>		<b>I</b>
Be a positive role model at all times, a highly effective and respected representative of English Martyrs' School	<b>E</b>		<b>I</b>
Be strong and visible presence in all areas of school	<b>E</b>		<b>I</b>
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	<b>E</b>		<b>A/I/R</b>
Build and maintain quality relationships through interpersonal skills and effective communication	<b>E</b>		<b>I</b>
Inspire trust and confidence across the school and community	<b>E</b>		<b>I</b>
Manage and resolve conflict	<b>E</b>		<b>I</b>
Prioritise, plan and organise themselves and others	<b>E</b>		<b>I</b>
Think analytically and creatively and demonstrate initiative in solving problems	<b>E</b>		<b>I</b>
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>		<b>I</b>
Able to empathise appropriately and take necessary steps	<b>E</b>		<b>I</b>
Demonstrate a capacity for sustained hard work with energy and vigour	<b>E</b>		<b>I</b>
Demonstrate resilience and optimism	<b>E</b>		<b>I</b>

### **(I) Confidential References and Reports**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
A positive and supportive faith reference from a priest where the applicant regularly worships	<b>E</b>		
Positive recommendation from all referees, including current employer	<b>E</b>		

A shortlist will be drawn upon the basis of the application form and supporting statement only.